

**MICHIGAMEA LODGE #110, ORDER OF THE ARROW**

**LODGE OFFICER**

**RESPONSIBILITIES**

# **MICHIGAMEA LODGE #110, ORDER OF THE ARROW**

## **LODGE CHIEF RESPONSIBILITIES**

1. The Lodge Chief is the youth in charge of the Lodge. In consultation with the Lodge Advisor and Lodge Staff Adviser, the Lodge Chief is responsible for the development and execution of the program for the Lodge.
2. The Lodge Chief is responsible for keeping the other Lodge Officers on task. It is his job to over see that the Officers are doing everything that needs to be done to fulfill their positions. The Lodge Chief will provide guidance and leadership to all of the Lodge Officers, Committee Chairmen, Chapter Chiefs, and members in general.
3. The Lodge Chief is responsible for appointing all Committee Chairmen for the Lodge Operating and Standing Committees with the advice and consent of the Lodge Advisor and Lodge Staff Adviser. The Lodge Chief must also appoint Committee Chairmen for special committees. These committee's include but are not limited to the following: Lodge Officer Nominating Committee, Adventure Day, Potawatomi Trail Hike, Deep River Hike, Winter Banquet, and Camp Promotion Dinner.
4. The Lodge Chief presides over all Lodge Executive Committee meetings and all other Lodge meetings.
5. The Lodge Chief is ultimately responsible for all Lodge events, even if the event has been delegated to another Lodge Officer. The Lodge Chief is thus responsible for coordination, planning, and development of all Lodge functions with his fellow Lodge Officers.
6. The Lodge Chief is responsible for creating agendas for Lodge functions, such as the Fellowships and Lodge Executive Committee meetings. These agendas should be reviewed by the Lodge Advisor and Professional Staff Adviser at least one week prior to the meeting or function. After the approval of both advisers, the Lodge Chief needs to publish the agenda to all of the Lodge Officers prior to the meeting.

7. The Lodge Chief must also appoint Lodge members to special positions at certain times. Examples are Ordeal Master and Taskmaster for the Fellowships and a NOAC Chief (optional) for the organization of the Lodge's NOAC Contingent.
8. The Lodge Chief, in consultation with the Lodge Officers, creates a Lodge program for the current year and then presents this program to the Lodge Adviser and Professional Adviser for review and approval. The Lodge Chief and his staff are also responsible for the creation of the following year's calendar. This calendar must be reviewed and approved by both the Lodge Adviser and the Professional Staff Adviser. It is then presented to the LEC and the Council Executive Board members by the Lodge Chief for approval.
9. The Lodge Chief must be in regular contact with both the Lodge Adviser and the Professional Staff Adviser. With the help of these two individuals, the Lodge Chief oversees corrective action to solve any and all Lodge problems.
10. The Lodge Chief, in conjunction with the Lodge Secretary, is responsible for preparation of all Lodge flyers, marketing materials, and registration forms, all formal Lodge documents, including the Lodge Executive Committee roster, letters concerning scholarships, and documents containing the description of Lodge positions.
11. The Lodge Chief is responsible for attending all Lodge functions and certain Section functions, such as the Section Conclave and Section Council of Chiefs Meetings. At Section events the Lodge Chief serves as the representative of the Lodge. The missing of one event or meeting shall be considered excusable, but a pattern of missing more than three events or meetings shall be unacceptable. A leader cannot lead if he is not in attendance. If a conflict arises, he must inform the Lodge Adviser and Lodge Staff Adviser of the conflict as soon as he is made aware of it, so other arrangements may be made.

12. The Lodge Chief is required to attend all Lodge functions, Section functions, such as the Section Conclave and Section Council of Chiefs Meetings.
13. The Lodge Chief is expected to set the example by his actions and will wear the appropriate BSA uniform at Council events, Lodge functions and meetings. Uniform includes: BSA Shirt (with all patches sewn on correctly), official Pants/shorts, BSA belt, Scout Socks, and OA sash. The uniform shall be clean and not wrinkled. He will project the proper image of the leader of Scouting's National Honor Society.
1. The Lodge Chief is responsible for promoting and helping Ordeal members complete their Brotherhood conversion and Elected Candidates complete their Ordeal. He will at all times help those who are Candidates for Ordeal and Brotherhood feel safe and do everything in his power to stop all hazing or other inappropriate behavior expressed toward them by himself or others.
14. The Lodge Chief will conduct himself at all times as a leader and show proper respect for those he leads, guests, his advisers, and all those he meets. He will at all times conduct himself under the Boy Scout Oath and Law and the Order of the Arrow Obligation.

I, \_\_\_\_\_, understand what responsibilities the position of Lodge Chief holds and I accept these responsibilities. I understand exactly what is expected of me as the Lodge Chief.

Printed Name of Lodge Chief: \_\_\_\_\_

Signed Name of Lodge Chief: \_\_\_\_\_

# **MICHIGAMEA LODGE #110, ORDER OF THE ARROW**

## **LODGE VICE-CHIEF OF COMMITTEES RESPONSIBILITIES**

1. The Vice-Chief of Committees is the Lodge Chief's right-hand man and is the second in charge of the Lodge. The Vice-Chief of Committees serves as the Lodge Chief in the Lodge Chief's absence.
2. The Vice-Chief of Committees oversees all of the Lodge's committees, principally making him a co-chair of every Lodge Committee. The Vice-Chief of Committees is number one liaison between the Lodge and its committees. The Vice-Chief of Committees assists the Committee Chairman with any problems that they are having and offers suggestions to help each of the Chairman. It is the responsibility of the Vice-Chief of Committees to create an agenda for these meetings and have regular contact with the Chairman of each Lodge Committee in between the Lodge Executive Committee meeting. This can be accomplished via telephone, e-mail, or in person meetings with each Committee Chairman and Adviser individually.
3. The Vice-Chief of Committees, in conjunction with his adult adviser (the Lodge Associate Adviser of Committees) is also responsible for running the Committees Meeting prior to every Lodge Executive Committee Meeting. This meeting should begin about 30 minutes prior to the start of the Lodge Executive Committee Meeting. The Vice-Chief of Committees is responsible for creating an agenda for this meeting and sending a copy of it to the Lodge Chief, the Lodge Adviser, and the Associate Lodge Adviser of Committees five days before the Lodge Executive Committee Meeting. In addition to covering the agenda, the Committees meeting should include a 10-15 minute "open forum" period where problems that each Committees has are discussed and possible solutions to these problems are discussed. This helps to strengthen our Committees program. If the Vice-Chief of Committees is not able to attend a meeting, then he must let the Lodge Chief, the Lodge Adviser, and the Associate Lodge

Adviser of Chapters know, and find a suitable replacement in his absence; such as the Vice-Chief of Inductions.

4. The Vice-Chief of Committees is responsible for monitoring the Lodge's Committees. This includes making sure that all Committees have recruited members for their respective committees and that a list with the names and contact information of these members exists and is kept up to date. The Vice-Chief of Committees must make sure that the Committees are always attempting to recruit new Arrowmen for their Committees at all Lodge functions. It must also be made sure that all Committees are having meetings with most, if not all, of their member present. At least one meeting per year of every Committee must have the Vice-Chief of Committees (or another Lodge Officer designated by the Vice-Chief of Committees) sit in on it and participate in the meeting. Afterward, the Vice-Chief of Committees (or his designee) should offer advice to the Committee Chairman for that Committee's next meeting.
5. The Vice-Chief of Committees is responsible for organizing, planning, promoting, and running the Lodge's designated "fun event" in conjunction with the fun event Committee Chairman (if one exists). The Lodge Vice-Chief of Chapters and Vice-Chief of Inductions will assist the Vice-Chief of Committees if assistance is needed. If the Lodge Vice-Chief of Committees cannot attend the "fun event" then a suitable substitute must take his place; like Lodge Vice-Chief of Chapters, and must be approved by the Lodge Adviser.
6. The Vice-Chief of Committees is responsible for attending all Lodge functions and certain Section functions, such as the Section Conclave and Section Council of Chiefs Meetings.
7. The Vice-Chief of Committees is also responsible for assisting the Lodge Chief with any other tasks that the Lodge Chief may need assistance with.

8. The Vice–Chief of Committees is expected to set the example by his actions and will wear the appropriate BSA uniform at Council events, Lodge functions and meetings. Uniform includes: BSA Shirt (with all patches sewn on correctly), official Pants/shorts, BSA belt, Scout Socks, and OA sash. The uniform shall be clean and not wrinkled. He will project the proper image of a leader of Scouting’s National Honor Society.
9. The Vice Chief of Committees will conduct himself at all times as a leader and show proper respect for those he leads, guests, his advisers, and all those he meets. He will at all times conduct himself under the Boy Scout Oath and Law and the Order of the Arrow Obligation.
10. The Vice-Chief of Committees is responsible for promoting and helping Ordeal members complete their Brotherhood conversion and Elected Candidates complete their Ordeal. He will at all times help those who are Candidates for Ordeal and Brotherhood feel safe and do everything in his power to stop all hazing or other inappropriate behavior expressed toward them by himself or others.

I, \_\_\_\_\_, understand what responsibilities the position of Lodge Vice-Chief of Committees holds and I accept these responsibilities. I understand exactly what is expected of me as the Lodge Vice-Chief of Committees.

Printed Name of Lodge Vice-Chief of Committees: \_\_\_\_\_

Signed Name of Lodge Vice-Chief of Committees: \_\_\_\_\_

# **MICHIGAMEA LODGE #110, ORDER OF THE ARROW**

## **LODGE VICE-CHIEF OF CHAPTERS RESPONSIBILITIES**

1. The Vice-Chief of Chapters is responsible for making sure that all of the Chapters in the Lodge are running smoothly. In order to ensure this, the Vice-Chief of Chapters must be in regular contact with the Chapter Chiefs. This makes the Vice-Chief of Chapters the vital link between the Lodge and its Chapters.
2. The Vice-Chief of Chapters, in conjunction with his adult adviser (the Lodge Associate Adviser of Chapters) is also responsible for running the Chapter Chief/Advisers Meeting prior to every Lodge Executive Committee Meeting. This meeting should begin about 30 minutes prior to the start of the Lodge Executive Committee Meeting. The Vice-Chief of Chapters is responsible for creating an agenda for this meeting and sending a copy of it to the Lodge Chief, the Lodge Adviser, and the Associate Lodge Adviser of Chapters five days before the Lodge Executive Committee Meeting. In addition to covering the agenda, the Chapter Chief/Adviser meeting should include a 10-15 minute “open forum” period where problems that each Chapter has are discussed and possible solutions to these problems are discussed. This helps to strengthen our Chapter program. If the Vice-Chief of Chapters is not able to attend a meeting, then he must let the Lodge Chief, the Lodge Adviser, and the Associate Lodge Adviser of Chapters know, and find a suitable replacement in his absence; such as the Vice-Chief of Inductions.
3. The Vice-Chief of Chapters must promote the Journey to Excellence (JTE) Chapter Award amongst the Chapters, encouraging all Chapters to become JTE Gold Chapters. It is also the responsibility of the Vice-Chief of Chapters to assist the Chapters in obtaining one of the levels of the Journey to Excellence Chapter Award (preferably Gold) in any way he can. In addition, the Vice-Chief of Chapters is responsible for notifying the Chapters of what requirements they still need to finish to obtain the JTE

Chapter Award. This can be done at the Chapter Chief/Adviser meeting prior to the Lodge Executive Committee Meetings every month.

4. The Vice-Chief of Chapters is to assist the Lodge Vice-Chief of Committees, the Lodge Vice-Chief of Inductions, and the Fun Committee Chairman (if one exists) with the Lodge's designated "fun event." This includes the planning, promotion, and execution of the event.
5. The Vice-Chief of Chapters is responsible for scheduling and completing all Chapter visitations. Each chapter should be visited at least once over the course of the year by an evaluation team consisting of a minimum of two Lodge Officers designated by the Vice-Chief of Chapters (the Vice-Chief of Chapters does not have to attend every Chapter visitation, but should attend as many as possible).
6. The Vice-Chief of Chapters, in conjunction with the Lodge Treasurer, is responsible for keeping track of the amount of money that each Chapter has as well as how the Chapter money is used. The Vice-Chief of Chapters and the Lodge Treasurer will ensure that no Chapter has more funds than is deemed reasonable.
7. The Vice-Chief of Chapters is responsible for attending all Lodge functions and certain Section functions, such as the Section Conclave and Section Council of Chiefs Meetings.
8. The Vice-Chief of Chapters is also responsible for assisting the Lodge Chief with any other tasks that the Lodge Chief may need assistance with.
9. The Vice-Chief of Chapters is expected to set the example by his actions and will wear the appropriate BSA uniform at Council events, Lodge functions and meetings. Uniform includes: BSA Shirt (with all patches sewn on correctly), official Pants/shorts, BSA belt, Scout Socks, and OA sash. The uniform shall be clean and not wrinkled. He will project the proper image of a leader of Scouting's National Honor Society.

10. The Vice Chief of Chapters will conduct himself at all times as a leader and show proper respect for those he leads, guests, his advisers, and all those he meets. He will at all times conduct himself under the Boy Scout Oath and Law and the Order of the Arrow Obligation.

11. The Vice-Chief of Chapters is responsible for promoting and helping Ordeal members complete their Brotherhood conversion and Elected Candidates complete their Ordeal. He will at all times help those who are Candidates for Ordeal and Brotherhood feel safe and do everything in his power to stop all hazing or other inappropriate behavior expressed toward them by himself or others.

I, \_\_\_\_\_, understand what responsibilities the position of Lodge Vice-Chief of Chapters holds and I accept these responsibilities. I understand exactly what is expected of me as the Lodge Vice-Chief of Chapters.

Printed Name of Lodge Vice-Chief of Chapters: \_\_\_\_\_

Signed Name of Lodge Vice-Chief of Chapters: \_\_\_\_\_

# **MICHIGAMEA LODGE #110, ORDER OF THE ARROW**

## **LODGE VICE-CHIEF OF INDUCTIONS RESPONSIBILITIES**

1. The Vice-Chief of Inductions, in accordance with the Ceremony Chairman, is responsible for overseeing and making sure all Ordeal and Brotherhood ceremonies are conducted by the Lodge in accordance with the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisers*, the *Guide to Inductions*, and *Official Ordeal or Brotherhood Ceremony Books*.
2. The Vice-Chief of Inductions works in conjunction with the Ceremonial Chairman and insures that the ceremonial teams are properly trained to perform their tasks.
3. The Vice-Chief of Inductions oversees the Unit Election process with each Chapter Chief and the Youth. This includes, but is not limited to, providing training for every Chapter unit election team and making sure the unit election forms are applicable. He oversees everything for members from the Unit Elections until they seal their membership and obtain their Brotherhood Membership.
4. The Vice-Chief of Inductions oversees the Brotherhood Committee; which is responsible for the training of Elangomats and conducting the Brotherhood testing (Brotherhood Workshop) for each fellowship.
5. The Vice-Chief of Inductions also recruits members to be Order of the Arrow Troop Representatives for their troop.
6. The Vice-Chief of Inductions is to assist the Lodge Vice-Chief of Committees with the Lodge's designated "fun event" to be held in February. This includes the planning, promotion, and execution of the event.
7. The Vice-Chief of Inductions is responsible for attending all Lodge functions and certain Section functions, such as the Section Conclave and Section Council of Chiefs Meetings.

8. The Vice-Chief of Inductions is also responsible for assisting the Lodge Chief with any other tasks that the Lodge Chief may need assistance with.
9. The Vice–Chief of Inductions is expected to set the example by his actions and will wear the appropriate BSA uniform at Council events, Lodge functions and meetings. Uniform includes: BSA Shirt (with all patches sewn on correctly, official Pants/shorts, BSA belt, Scout Socks, and OA sash. The uniform shall be clean and not wrinkled. He will project the proper image of a leader of Scouting’s National Honor Society.
10. The Vice Chief of Inductions will conduct himself at all times as a leader and show proper respect for those he leads, guests, his advisers, and all those he meets. He will at all times conduct himself under the Boy Scout Oath and Law and the Order of the Arrow Obligation.
11. The Vice-Chief of Inductions is responsible for promoting and helping Ordeal members complete their Brotherhood conversion and Elected Candidates complete their Ordeal. He will at all times help those who are Candidates for Ordeal and Brotherhood feel safe and do everything in his power to stop all hazing or other inappropriate behavior expressed toward them by himself or others.

I, \_\_\_\_\_, understand what responsibilities the position of Lodge Vice-Chief of Inductions holds and I accept these responsibilities. I understand exactly what is expected of me as the Lodge Vice-Chief of Inductions.

Printed Name of Lodge Vice-Chief of Inductions: \_\_\_\_\_

Signed Name of Lodge Vice-Chief of Inductions: \_\_\_\_\_

# **MICHIGAMEA LODGE #110, ORDER OF THE ARROW**

## **LODGE SECRETARY RESPONSIBILITIES**

1. The Secretary is responsible for taking the minutes at all Lodge Executive Committee meetings. These minutes must be typed and sent to the Lodge Chief, Lodge Adviser, and Lodge Professional Staff Adviser for review one week after the Lodge Executive Committee Meeting. After being reviewed by those three individuals, the Secretary must then e-mail the minutes to the Lodge Executive Committee with a reminder for the next meeting. This should occur no later than a week and a half before the next Lodge Executive Committee Meeting. If the Lodge Secretary cannot attend an LEC meeting, then arrangements suitable replacement should be made and the Lodge Chief and Adviser should be informed.
2. The Secretary must include in the minutes the following: the meeting start time, the Secretary's report, the Treasurer's report, Chapter reports, Committee reports, old business, new business, motions that were made (including who made them, who seconded them, and the final vote), the Adviser's remarks, open forum, the meeting end time, and who was in attendance.
3. The Secretary must have at least one copy of previous meeting minutes with him at all Lodge Executive Meetings, in case something should need to be looked up (specifically motions).
4. The Secretary is also responsible for recording attendance at all Lodge functions, including Lodge Executive Committee Meetings. Since attendance at certain functions effects the Lodge's Quality Chapter Award it is vital that attendance is taken at all events.
5. The Lodge Secretary, in conjunction with the Lodge Chief, is responsible for preparation of all Lodge flyers, marketing materials, and registration forms, all formal Lodge documents, including the Lodge

Executive Committee roster, letters concerning scholarships, and documents containing the description of Lodge positions.

6. The Secretary in conjunction with the Lodge Training Committee Chairman is responsible for the Lodge Leadership Development (LLD) course. This means that the Secretary and Training Chairman must recruit trainers for the event, promote the event, and create a schedule for the event.
7. The Secretary is to assist the Lodge Treasurer with registration at all Lodge functions.
8. The Secretary is accountable for making sure that the Brotherhood call-a-thon is held prior to any Brotherhood Workshops to support Brotherhood conversations. The Secretary is also responsible for assisting the Lodge Chief in creating a letter to send out to all Ordeal members who are eligible to convert to Brotherhood.
9. The Secretary is responsible for attending all Lodge functions and certain Section functions, such as the Section Conclave and Section Council of Chiefs Meetings.
10. The Secretary is also responsible for assisting the Lodge Chief with any other tasks that the Lodge Chief may need assistance with.
11. The Secretary is expected to set the example by his actions and will wear the appropriate BSA uniform at Council events, Lodge functions and meetings. Uniform includes: BSA Shirt (with all patches sewn on correctly), official Pants/shorts, BSA belt, Scout Socks, and OA sash. The uniform shall be clean and not wrinkled. He will project the proper image of a leader of Scouting's National Honor Society.
12. The Secretary will conduct himself at all times as a leader and show proper respect for those he leads, guests, his advisers, and all those he meets. He will at all times conduct himself under the Boy Scout Oath and Law and the Order of the Arrow Obligation.
13. The Secretary is responsible for promoting and helping Ordeal members complete their Brotherhood conversion and Elected Candidates complete their Ordeal. He will at all times help those who are

Candidates for Ordeal and Brotherhood feel safe and do everything in his power to stop all hazing or other inappropriate behavior expressed toward them by himself or others.

I, \_\_\_\_\_, understand what responsibilities the position of Lodge Secretary holds and I accept these responsibilities. I understand exactly what is expected of me as the Lodge Secretary.

Printed Name of Lodge Secretary: \_\_\_\_\_

Signed Name of Lodge Secretary: \_\_\_\_\_

# **MICHIGAMEA LODGE #110, ORDER OF THE ARROW**

## **LODGE TREASURER RESPONSIBILITIES**

1. The Treasurer is responsible for securing and bringing the Lodge briefcase (“the box”) to all Lodge functions and is also responsible for maintaining, recording, and selling Order of the Arrow supplies at all Lodge functions. The Treasurer is responsible for balancing “the box” (making sure that the amount of money that is in the box plus the amount of money that the remaining inventory in the box is worth, matches the amount that was in the box when the box was handed to him by the Professional Staff Adviser).
2. The Treasurer is responsible to keeping records of how much money the Lodge has in its various funds, keeping track of expenses and income, and presenting a budget of the lodge at least annually. Further, the Treasurer is to report to the Lodge Executive Committee how much money the lodge has on hand at each Lodge Executive Committee meeting.
3. The Treasurer will also to maintain an inventory of supplies on hand and will notify the Executive Committee when supplies are to be re-ordered. The re-order of supplies must be made before supplies are emptied.
4. The Treasurer must also maintain a supply of dues forms and membership cards.
5. The Treasurer will see that all monies collected are properly submitted to Council Office (this includes monies for event registration as well as dues/membership money) via the appropriate adult channels (the Professional Staff Adviser, Lodge Adviser, or other Adult appointee) and will turn in any bills received by him to the office for payment.

6. The Treasurer is responsible for the promotion and organization of all Lodge fundraising activities, including but not limited to: Cub Scout Adventure Day, The Deep River Hike, and The Potawatomi Hike.
7. The Treasurer is responsible for registration at all Lodge functions. This includes the collection of monies and all proper paperwork for each event. While registering members, the Treasurer should check their membership status with the Lodge to verify if they are dues paid or not and inform them of their membership status. If their membership has lapsed, the Treasurer should inform the Lodge member of this lapse and ask the member to pay their dues at the Council Office or to himself as soon as possible. The Treasurer is also responsible for updating the Lodge records as directed by the Lodge Leadership.
8. The Treasurer is responsible for all fees of Lodge functions. This includes setting the prices for each function as well as the enforcement of late fees.
9. The Treasurer in conjunction with the Lodge Secretary and Lodge Training Chairman are responsible for assisting with the Lodge Leadership Development (LLD) course. He is also expected to participate in the LLD if asked to.
10. The Treasurer, in conjunction with the Lodge Vice-Chief of Chapters, is responsible for keeping track of the amount of money that each Chapter has as well as how the Chapter money is used. The Treasurer and the Lodge Vice-Chief of Chapters will ensure that no Chapter has more funds than is deemed reasonable.
11. The Treasurer is responsible for attending all Lodge functions and certain Section functions, such as the Section Conclave and Section Council of Chiefs Meetings.
12. The Treasurer is also responsible for assisting the Lodge Chief with any other tasks that the Lodge Chief may need assistance with.

13. The Treasurer is expected to set the example by his actions and will wear the appropriate BSA uniform at Council events, Lodge functions and meetings. Uniform includes: BSA Shirt (with all patches sewn on correctly), official Pants/shorts, BSA belt, Scout Socks, and OA sash. The uniform shall be clean and not wrinkled. He will project the proper image of a leader of Scouting's National Honor Society.
14. The Treasurer will conduct himself at all times as a leader and show proper respect for those he leads, guests, his advisers, and all those he meets. He will at all times conduct himself under the Boy Scout Oath and Law and the Order of the Arrow Obligation.
15. The Treasurer is responsible for promoting and helping Ordeal members complete their Brotherhood conversion and Elected Candidates complete their Ordeal. He will at all times help those who are Candidates for Ordeal and Brotherhood feel safe and do everything in his power to stop all hazing or other inappropriate behavior expressed toward them by himself or others.

I, \_\_\_\_\_, understand what responsibilities the position of Lodge Treasurer holds and I accept these responsibilities. I understand exactly what is expected of me as the Lodge Treasurer.

Printed Name of Lodge Treasurer: \_\_\_\_\_

Signed Name of Lodge Treasurer: \_\_\_\_\_